



JOIN THE ENVIRONMENTAL JUSTICE COMMITTEE

ABOUT THE ENVIRONMENTAL JUSTICE FUND

The [Environmental Justice Fund](#) (EJ Fund) is a program of Seattle's Office of Sustainability & Environment (OSE). The purpose of the EJ Fund is to invest in community-led efforts that contribute to environmental and climate justice for communities who have been disproportionately impacted by environmental issues and climate change.

The EJ Fund was developed in response to deep community engagement which highlighted the need for the City to invest in community work led by those most impacted by environmental and climate inequities: Black, Indigenous, People of Color (BIPOC), sovereign tribal nations, immigrants, refugees, people with low incomes, individuals for whom English may be a second language, youth, and elders.

ABOUT THE ENVIRONMENTAL JUSTICE COMMITTEE

Funding recommendations for the EJ Fund are developed by the Environmental Justice Committee (EJC), individuals with deep community roots working closely with communities to advance environmental and climate justice. **OSE seeks to partner with 6 community members to serve on the EJC through December 2024.** Members will inform the EJ Fund grantmaking strategy and make funding recommendations for the 2023 and 2024 EJ Fund application cycles

To be effective in their role, EJC members will understand how to advance racial equity, environmental justice, and climate justice for priority communities, as well as have an interest in or knowledge of equitable grantmaking.

REVIEWER TIMELINE

*The EJC's review process will follow a timeline. There may be some adjustments based on members' availability. The first orientation session and the final decision-making meetings will be held **in person** while all other meetings will be **virtual**.*

Estimated Time Commitment:
60-95 hours

- **Orientation**
July 29 and Aug 2
- **Application review**
Aug 3 - Sept 13
- **Workshop**
Sept 13
- **Subcommittee meetings**
Oct 3 and 4
- **Final decision-making meetings**
Oct 7 and 10

ROLES AND RESPONSIBILITIES

EJC members will be expected to thoroughly review applications using specific criteria and express their evaluation. **Each member will receive a stipend up to \$4,750 for full completion of their responsibilities.**

For each annual EJ Fund cycle, EJC members must be able to:

- Set aside approximately 40-50 hours of time to read, review, and score grant applications over the course of 6 weeks. *The range of time will depend on the number of applications received.*
- Attend approximately 20-25 hours of meetings including orientation, trainings, and decision-making meetings.
- Understand and keep in mind the grant expectations and funding priorities.
- Bridge differences between conflicting ideas by engaging in open group discussions.
- Work collaboratively and respectfully with other EJC members to arrive at funding recommendations.
- Maintain confidentiality throughout the entire grant review process.
- Provide written and verbal comments based on professional or community- based knowledge, not based on one's personal opinions.
- Set aside up to 20 hours to participate in programming including, but not limited to, relationship building, evaluation efforts, and feedback sessions to inform the grantmaking strategy.
- Have access to a computer with reliable internet.

CONFLICT OF INTEREST AND CONFIDENTIALITY

It is not uncommon for a community reviewer to have a conflict of interest with one or more grant applicant(s). Should any member of the review panel have any direct or indirect interest in, or relationship to, any individual or organization which has submitted a grant proposal, the reviewer should provide written notice of the interest or relationship. Depending upon the nature of the conflict of interest, the reviewer may be required to refrain from evaluating that proposal. Reviewers shall keep applications confidential and may not discuss the applications under review with others outside the review committee or OSE staff any time before, during, or after the review process.

Community reviewers must agree to follow the City of Seattle's [Code of Ethics](#).

**IF YOU ARE INTERESTED IN JOINING THE EJC, PLEASE COMPLETE
[THIS INTEREST FORM.](#)**

**INTEREST FORMS WILL BE REVIEWED ON A ROLLING BASIS AND SHOULD BE
SUBMITTED NO LATER THAN 11:59PM ON TUESDAY, JUNE 20.**

EMAIL EQUITYENVIRO@SEATTLE.GOV WITH QUESTIONS OR TO LEARN MORE